

DERM PLAN REVIEW SECTION

INSTRUCTIONS FOR PREPARING RESTRICTIVE COVENANT

GENERAL - The applicant must submit:

1. A copy of the recorded warranty deed and owner mailing address
2. One copy of current survey
3. Folio Number
4. Two complete original covenants
5. A **cashier check or money order** in the amount of **\$10.00 FIRST PAGE + \$8.50 ADD'L PAGE** for recording fees. The payment shall be made payable to the **Clerk of Circuit Court**.
 - A. If an additional page is necessary for the "Exhibit A" as defined in the following instruction for legal description, an additional \$8.50 will be required for each additional page.
6. A non-refundable payment in the amount of \$50.00 for processing fees. The check shall be made payable to **Miami-Dade County**.

FIRST PAGE - Space for owner(s)' name

The name of the owner or owners shall be shown on the deed of record for the subject property. Xerox copy of recorded warranty deed shall be included with the submittal. The name of owner/owners, corporation or partnership as shown on the warranty deed should appear in the space indicated "**The Undersigned**_____".

Space for Legal Description:

The **Legal Description** shall be the **Legal Description** describing the property as it exists at the time of submittal of the covenant. If the property is currently being platted, use the legal as above described and also include the legal description as defined on the plat identifying the new description by using the phrase "to be known as"_____. If the Legal Description will not fit in the space provided, then type in "**See attached Exhibit A**" and attach a separate sheet entitled "**Exhibit A**" containing the appropriate Legal Description.

Space for location of the Subject Property:

Please furnish exact street address as shown on legal. If not, give approximate street and avenue intersection.

SECOND PAGE

This page is identified for the applicant's signatures, witnesses' signatures and notary. This **MUST** be completed for your particular ownership situation as follows prior to submittal.

1. Individual - The owner or owners must sign in the blank space identified for the owner. **All owners must sign.**
2. Corporation, N.V., S.A. - The corporate name shall be entered in the space identified for the owner. Below this space, the **President, Vice-Presidents or Chief Executive Officer must sign with their titles**. Assistant Vice-Presidents may **not** sign. If the President or Vice-President is not available then submit a certified copy of the **ARTICLES OF INCORPORATION**. Below these signatures the corporate seal is to be impressed a corporate resolution authorizing execution by the named individual
3. General Partnership - **All general partners must sign and indicate title of each partner**. Start in the owner space, then use area below as necessary.
4. Limited Partnership - Place the name of the Limited Partnership in the owner space and signature and Title of all the general partners on the line below it. If general partner is a corporation, then follow Number 2 procedure.
5. Trustee - Signature with Title of Trustee in the owner space.

These ownership signatures shall be witnessed by two persons other than the principals and the notary.

The notary fills in the owners' name and title (if any) as found in the ownership space.

Upon completion, the covenant must be submitted to DERM staff for review.